Cardinal

Cardinal Flowcharting Standards

Template Key

Step Description	Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.
Batch Process	Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.
Manual Operation	Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.
Decision Outcome	Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.
Entity Name	Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information
Step Number	The step number should be placed at the top of each step or process
1.1.1 Approve PO	

Start	Indicates point at which the process begins. Does not represent any activity.
End	Indicates point at which the process ends. Does not represent any activity.
Document	Represents a document of any kind, either electronic or hard copy
X	On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Also used to reference a sub process within the same main process. Connectors are labeled with UPPER CASE letters.
Budget YE Close GL 5.3	Inter Process Connector. Used to connect steps between business processes. Description can include Process step name. (e.g. General Ledger Sub Process 5.3 would be Budget YE Close GL 5.3).

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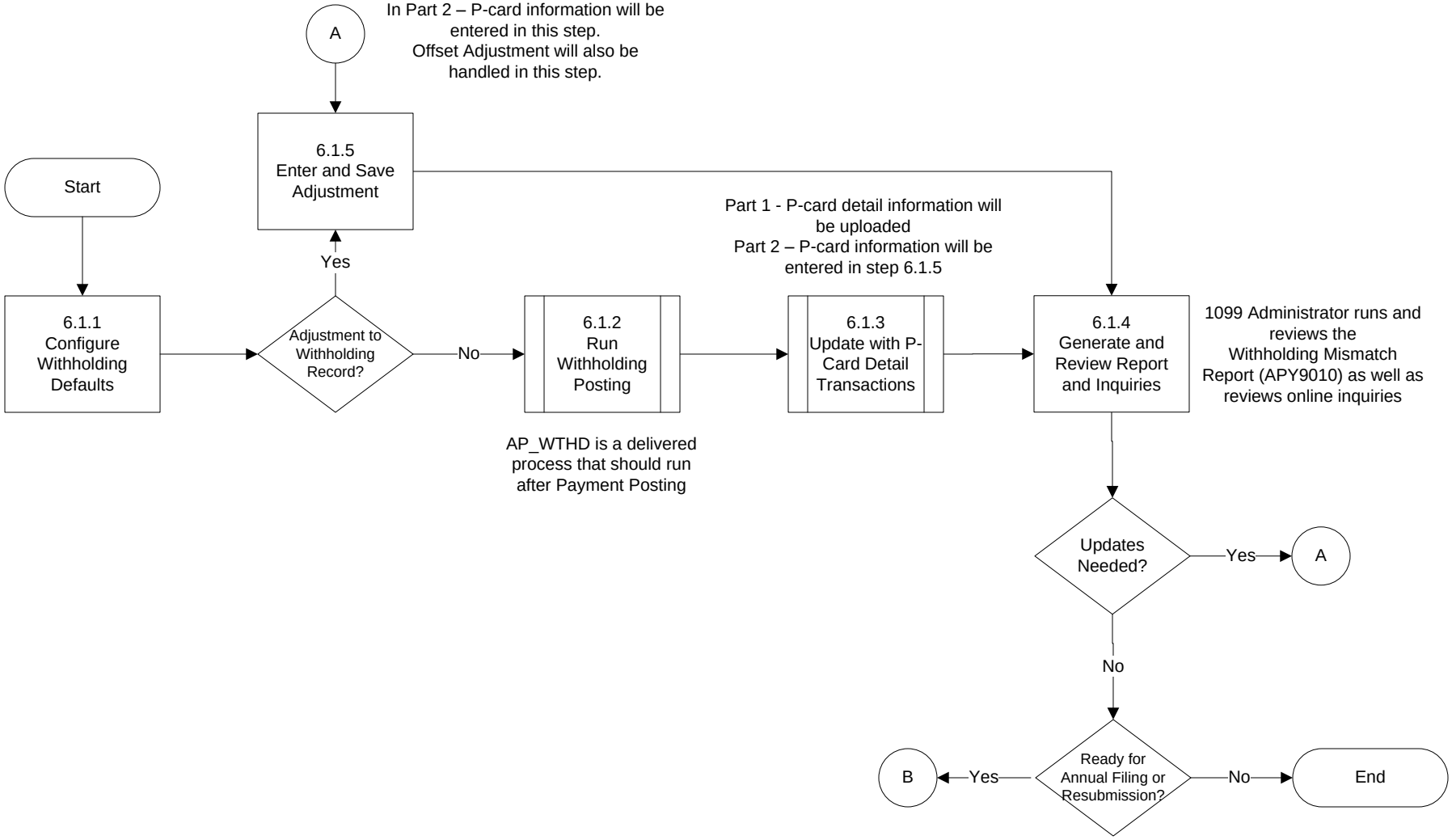
AP 6 Process 1099 – 6.1 Process 1099



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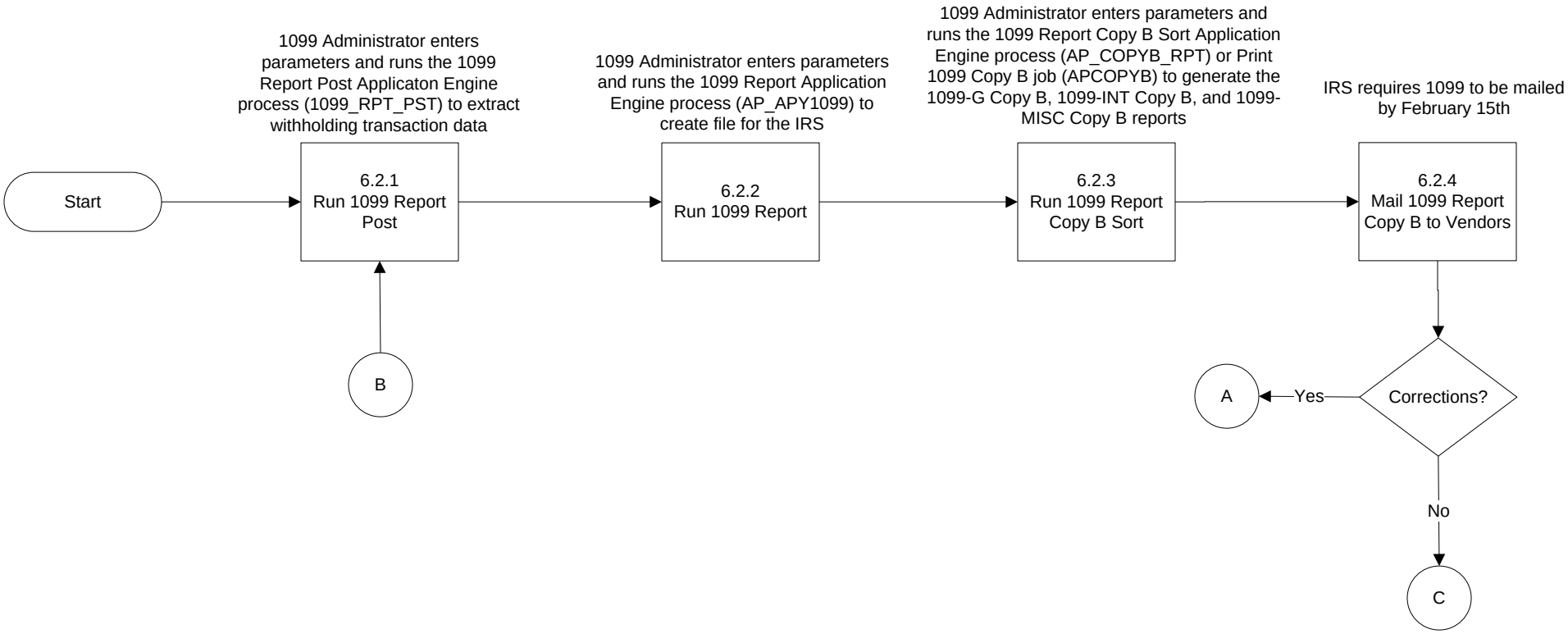
AP 6 Process 1099 – 6.2 Create 1099 File



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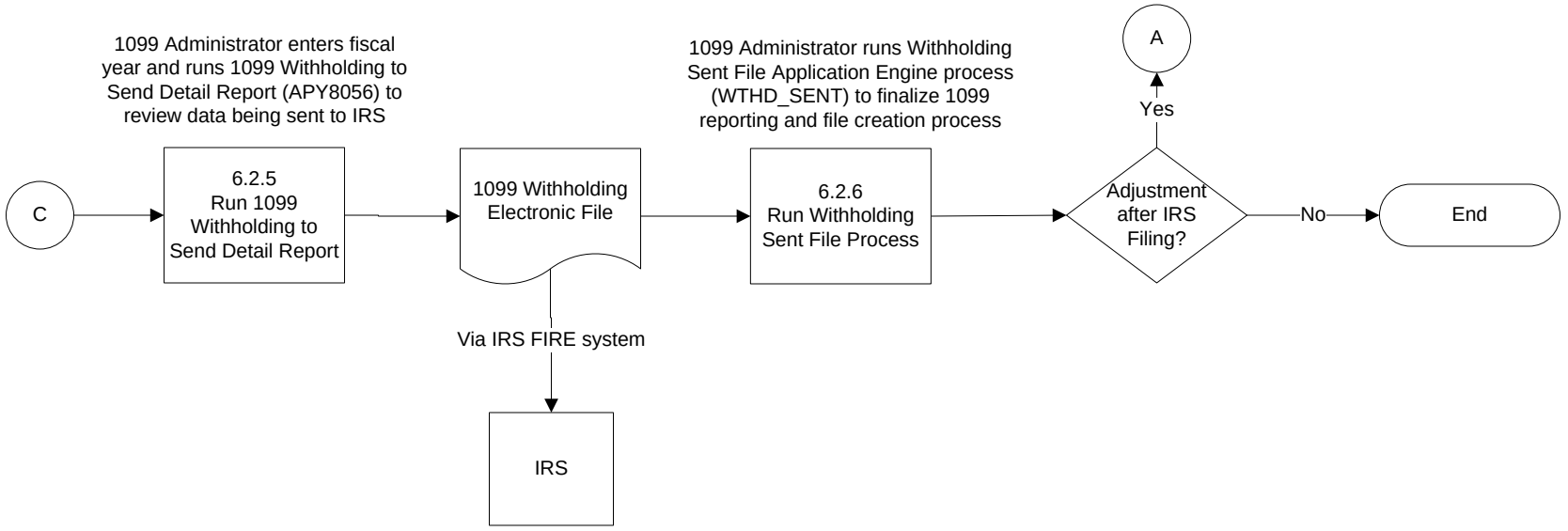
AP 6 Process 1099 – 6.2 Create 1099 File – Cont.